# Processes : Sub-Processes :

HRMS Training Documents

## **One Time Payment - Enter**

PA30

### **Change History**

Update the following table as necessary when this document is changed:

Date	Name	Change Description	
7/29/2004	Joanne Gallaher	Enter one time payment	
11/18/2004	Ligaya West	Edit and updates	
12/8/2004	Ligaya West	Edits	
1/20/2007	Kelly Welsh	Edits	

## Processes : Sub-Processes :

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#### **Purpose**

Use this procedure to enter one time payments.

#### **Trigger**

Perform this procedure when an employee requires a one time payment.

#### **Prerequisites**

None

#### Menu Path

Human Resources → Personnel Management → Administration → HR Master Data →
Maintain

#### **Transaction Code**

#### **PA30**

Date	Notes
1/20/2007	Edits

#### **Helpful Hints**

The Payroll Processor will use this procedure to create one time for employees.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description				
Error	Example: Make an entry in all required fields.				
<b>Q</b>	Action: Fix the problem(s) and then click (Enter) to proceed.				
Warning	Example: Pecord valid from xx/xx/xxxx to 12/31/9999 delimited at end.				
1	Action: If an action is required, perform the action. Otherwise, click				
	(Enter) to proceed.				
Confirmation	Example: Save your entries.				
or 🐼	Action: Perform the required action to proceed.				

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File name:
ONE\_TIME\_PAYMENT.DOC
Reference Number: 72

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# Processes : Sub-Processes :

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1.	You have st	tarted the	transaction	using the	menu path o	or transaction	code PA30.
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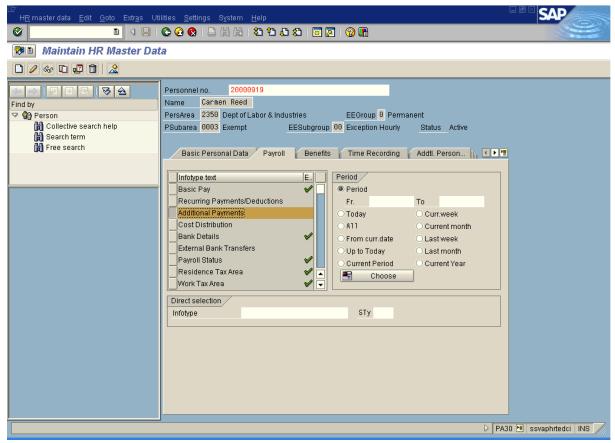
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## Processes : Sub-Processes :

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#### **Maintain HR Master Data**



**2.** As required, complete/review the following fields:

Field Name	R/O/C	Description		
Personnel Number		identification puthroughout his/	e identifying number assigned by HRMS for urposes. This number will follow the employ/her employment with the State of Washingto the use of identifying employees by social er.	
		Example:	200000919	

3. Click (Enter) to validate information



5. Click Additional Payments

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6. Click (Create) to create a new record.

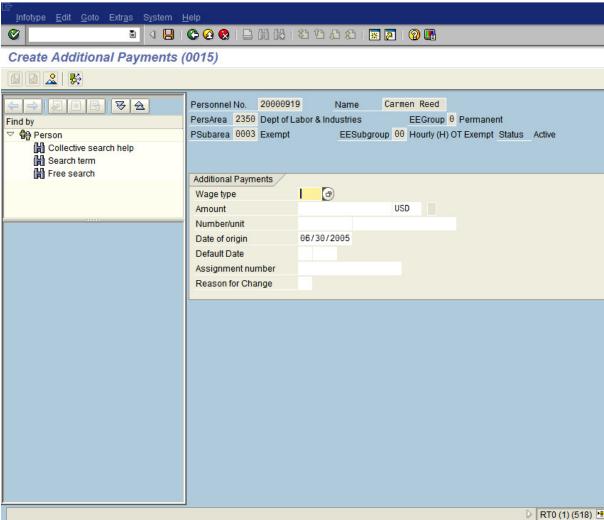
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## **Create Additional Payments**



**7.** As required, complete/review the following fields:

Field Name	R/O/C	Description	
Wage Type	R	This is an object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics. It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run.  Example: 2729	
		Example: 2729	
Amount	R	It is the total dollar value of a wage type.	
		<b>Example:</b> 50.00	

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Field Name	R/O/C	Description
Date of origin		This is a field on Additional Payments infotype used to record the date on which the payment or deduction is effective. The payment or deduction will be processed in the pay period during which the date of origin falls.
		<b>Example:</b> 1/31/2004

8. Click (Enter) to validate information.

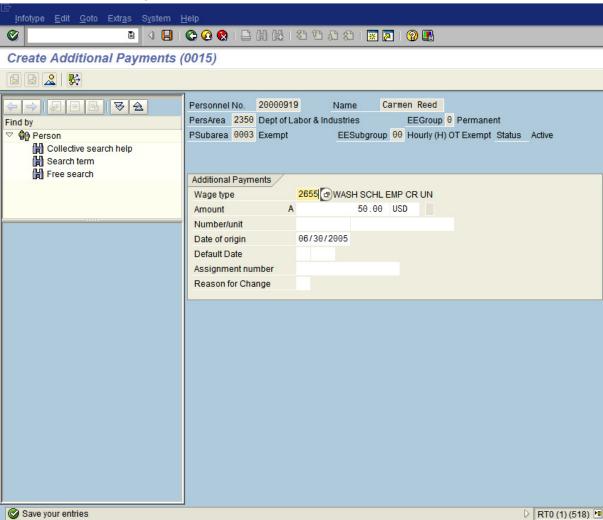
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## **Create Additional Payments**



9. Click to save entries.

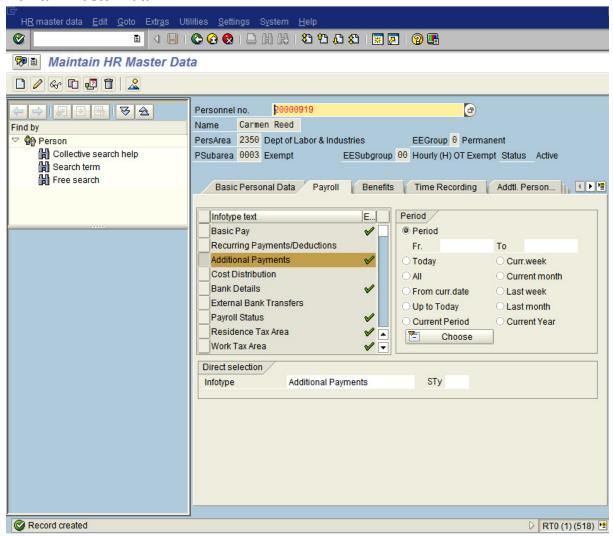
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#### **Maintain Master Data**





The system displays the message " Record created".

#### 10. You have completed this task.

#### Result

You entered a one time payment for an employee.

#### **Comments**

None

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